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ABSTRACT

Over 65 free or inexpensive materials published by government agencies, businesses, and industries for elementary and secondary school economics education are presented in this annotated listing. Intended to help teachers obtain curriculum materials, the guide lists only those items determined suitable by the authors, who examined all materials in the bibliography. Each annotation is listed alphabetically by agency or firm and describes the kinds of materials available (booklets, catalogs, reports, etc.), basic economic concepts covered, and educational level. In addition to the listings in this guide, which represent the most current sources available, additional guides to free (sponsored) materials are also noted. Suggestions for writing for materials are included. Items are indexed according to firm, economic concept, and educational level (elementary only). (KC)

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# GUIDE TO FREE AND INEXPENSIVE ECONOMIC EDUCATION MATERIALS

by

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SP 014 762

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## INTRODUCTION

Background. Teachers have always been interested in obtaining and using suitable instructional materials with their students. In many cases textbooks are outdated and new materials are hard to obtain because of budgetary constraints and other reasons. Many businesses and industries throughout the country, not to mention different agencies of government, have developed a plethora of instructional materials that are available at little or no cost to the teacher. These sponsored materials, often referred to as free or inexpensive may be in the form of booklets, charts, exhibits, films, film strips, media kits, leaflets, pamphlets, posters, audio tapes, transcriptions, or video tapes. Very recently a few sponsors have also begun to provide, on a highly selective basis, software programs for computers.

The value of using sponsored (free) materials is that they give students an opportunity to discover the relationship of values in economic decision making. Most sponsored materials are published to present a particular point of view related to certain specific issues. When several viewpoints are available related to a concept, students can become more actively involved in analysis. Often they can discover that there are no simple answers, that recommended solutions to any economic issue reflect a spectrum of value positions.

This publication is intended to help teachers obtain curriculum materials to teach economic education in their classes. This Guide lists only those items which were deemed by

the authors to be suitable. All firms and agencies listed in this publication have provided sample copies to the authors, who examined each piece of material. The judgments concerning the concepts covered and the instructional level of the materials was made subjectively. The entire contents of this Guide is intended to be used as a guideline. Teaches should , indeed must, exercise their instructional judgment as to what materials to use and how these should be employed. This judgment is the sole prerogative of the individual teacher. Nothing written or implied in the contents of this publication is intended to replace teacher judgment. The ultimate and final decision for the employment, or conversely the exclusion, of any curricular materials rests solely with the teacher. This is the exercising of sound professional judgment.

Additional Sources. In addition to this guide, which is limited in its contents, but certainly most current, there are many other sources which the teacher should consult if he/she intends to use a full range of free (sponsored) materials.

Probably the most thorough and regularly revised series of free materials catalogs is that published by Educators Progress Service. They publish a series of guides which are revised annually. These publications usually are released in August so they may be used at the opening of school each fall. These guides are divided basically into two groups, those dealing with media types and those dealing with subject area (discipline). These titles are:

MEDIA TYPE

Educators Index of Free Materials -- Print

Educators Guide to Free Films - 16mm films

Educators Guide to Free Filmstrips - includes media kits

Educators Guide to Free Audio and Video Materials - includes tapes and video cassettes

SUBJECT AREA

Educators Grade Guide to Free Teaching Aids - Elementary

Educators Guide to Free Science Materials - All levels

Educators Guide to Free Social Studies Materials - All levels

Educators Guide to Free Guidance Materials - All levels

Educators Guide to Free Health, Physical Education and Recreation Materials - All levels

Elementary Teachers Guide to Free Curriculum Materials - Elementary level

These materials are relatively expensive and are not recommended for individual purchase, however they are an invaluable tool for the building curriculum center or library.

Additional information concerning this series may be obtained from:

Educators Progress Service, Inc.
214 Center Street
Randolph, Wisconsin 53956

One source, revised biennially, is the publication Free and Inexpensive Learning Materials. This is published under the aegis of George Peabody College and has been in existence for over 40 years. It is one book which should be considered for purchase by the individual purchase. The price is $5.50 and includes mailing and handling charges. Contact:

Incentive Publications, Inc.
P. O. Box 120 189
Nashville, Tennessee 37212

Another publication which has made its debut within the last

six to seven years is the serial (nine issues yearly) entitled Freebies. It lists and reviews a broad spectrum of materials and is intended for a general audience, never-the-less its' contents are of value to the dedicated seeker of the most current sponsored materials that may have classroom use. The subscription price is $6.00. Contact:

Freebies
P. O. Box 5797
(1387 School House Road)
Santa Barbara, California 93108

Dedicated seekers of additional sources of curriculum materials may also wish to have their names placed on the mailing list for Selected U.S. Government Books. This publication, issued quarterly, is a valuable source of relatively inexpensive materials. One other reason for obtaining this listing is that you may be able to obtain copies of a limited number of publications by contacting your local Representative or Senator. These public servants have a budget for providing their constituents with copies of government documents -- however the requests must contain the CORRECT document number and title. You may have your name placed on the mailing list by writing:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Finally, you may wish to read a pair of books related to the use of sponsored (free) materials. One strongly supports their use while the other seriously questions their inclusion in the curriculum of the schools of our country. Before you make a final decision you owe it to yourself to be informed. These two works are:

Duvall, Charles R. and Wayne J. Krepel, Free Materials and Education, Randolph, Wisconsin: Educators Progress Service, Inc., 1978 ($7.95)

Harty, Sheila, Hucksters in the Classroom, Washington, D. C.: Center for Study of Responsive Law (Box 19367), 1979. ($10.00)

Obtaining Materials. If you wish to obtain materials for use with your classes the following steps and procedures are recommended:

1. Identify long-range goals and objectives.
2. Consult one or more of the source guides and identify materials which may be of value with your class(es).
3. Order one(1) copy of each piece of material which appears to be of value to your instructional program. If suitable - and available in quantity - then order classroom quantities.

HINTS

-Use only the most recent edition of the guide.

-Check local sources before writing for the materials.

-Check source (catalog) for accuracy.

-Mention school affiliation (use school letterhead if possible).

-Write legibly.

-Follow instructions.

-Request specific materials. (NEVER request "all you have about . . .")

-Keep requests for classroom quantities at a reasonable level.

-Include your return address. (You would be surprised at the number of people who forget this!!)

-Proofread your request letter. (A poorly written letter, or one filled with misspellings, contributes to the "poor image"some persons have of our educational system.

-Avoid mass classroom mailings. If you have students write letters requesting materials have them contact a large number of sources. Always countersign student letters with your name and title "teacher."

-PLAN AHEAD. Allow at least six (6) weeks for a reply.

THEN

-Evaluate the materials BEFORE using with your class.

-Evaluate materials FOLLOWING use with your class.

Sample Request Letter. The following is a sample letter which you may wish to adapt to your own use:

SCHOOL LETTERHEAD
(if available)

Name of Person (if known)
Firm/Provider
Address given in source
City, State ZIP

Dear Sir/Madam (or name if known):

I would like to obtain one(1) copy of the following listed free materials for examination and possible use with my class(es) in (specify subject area). I obtained this information from (cite source e.g. DuVall and Rueff's Guide to Free and Inexpensive Economic Education Materials).

LIST MATERIALS HERE

Thank you for your kind consideration of this request.

Sincerely,

SIGNATURE
(always sign individually)

Your name typed
Position
Address (school/or letterhead)

NOTES: Use form letters if you wish --- but always sign in ink.

NEVER use mass class mailings!!!!!!

Teachers should proofread individual student letters and countersign each student request.

Classification of Materials. The following listing provides three kinds of information for each set of materials:

1. There is a description of what kinds of materials are available.
2. Where possible the materials are related to concepts found in the Joint Council on Economic Education's list of basic concepts as identified in A Framework for Teaching Economics: Basic Concepts - Part I (pp.7-23). The Framework offers teachers and curriculum developers a comprehensive description for "fine tuning" economics objectives to a prescribed list of concepts. These are as follows:

The Basic Economic Problem

1) Economic Wants
2) Productive Resources
3) Scarcity and Choices
4) Opportunity Costs and Trade-Offs
5) Marginalism and Equilibrium

Economic Systems

6) Nature and Types of Economic Systems
7) Economic Incentives
8) Specialization, Comparative Advantage, and the Division of Labor
9) Voluntary Exchange
10) Interdependence
11) Government Intervention and Regulation

Microeconomics: Resource Allocation and Income Distribution

12) Markets, Supply and Demand
13) The Price Mechanism
14) Competition and Market Structure
15) "Market Failures": Information Costs, Resource Immobility, Externalities, etc.
16) Income Distribution and Government Redistribution

Macroeconomics: Economic Stability and Growth

17) Aggregate Supply and Productive Capacity
18) Aggregate Demand: Unemployment and Inflation
19) Price Level Changes
20) Money and Monetary Policy
21) Fiscal Policy: Taxes, Expenditures, and Transfers
22) Economic Growth
23) Savings, Investment, and Productivity

The World Economy

24) International Economics (uses the concepts above)

3. The authors judged each set of materials regarding its suitability for elementary and/or secondary levels of instructional use.

## MATERIALS LISTING

ADVERTISING COUNCIL
Economics Booklets
825 Third Avenue
New York, New York 10022

YOU ARE THE AMERICAN ECONOMIC SYSTEM

This booklet is a highly interesting visual presentation of the American economic system. This is one of a series of booklets. Others in this series are: Inflation: What It Is and What You Can Do to Help Fight It and Productivity and Your Part In It.

CONCEPTS: Nature and Types of Economics Systems (6); Price Level Changes (19); Economic Growth (22)

LEVEL: Secondary

AFL/CIO
William Laxner, Staff Representative
815 Sixteenth Street, N.W.
Washington, D.C. 20006

TEACHER'S AND STUDENTS' KITS

A wide variety of books, periodicals and audio-visual materials are available from this labor union. Sample kits available upon request with classroom quantities of student materials available if found suitable.

CONCEPTS: Vary with the nature of the materials.

LEVEL. Most materials are suitable for Secondary level, although selected pieces may be applicable at the Elementary level.

AMERICAN ASSEMBLY
805 Uris Hall
Columbia University
New York, New York 10027

REPORT SERIES

This group provides a series of occasional papers presented periodically to the Assembly. Sample topics are: Capital Needs of the U. S.: The next Decade, Economic Issues and the President: 1980 and Beyond; Women and The American Economy.

CONCEPTS: Vary with the materials.

LEVEL: Secondary

AMERICAN BANKERS ASSOCIATION
Order Processing Department
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

PUBLICATIONS LIST

This trade association has a multitude of materials available, ranging from multi-media kits to pamphlets and booklets. The multi-media kits may be purchased (in several forms) at comparatively inexpensive prices.

CONCEPTS: Vary with materials

LEVELS: Primarily Secondary

AMERICAN BAR ASSOCIATION
Publications Section
1155 East 60th Street
Chicago, Illinois 60637

YOUR GUIDE TO CONSUMER CREDIT AND BANKRUPTCY

Because credit has become such an important part of our lives, the ABA has published this booklet to help your students better understand how to use credit, how to determine credit-debt limits and what to do if these have been exceeded. Single copies free. Also ask for the catalog Put a Little Law in Their Lives which deals with the law-related education program of the ABA.

CONCEPTS: Economic Wants (1); Government Intervention and Regulation (11);

LEVEL: Secondary

AMERICAN COUNCIL OF LIFE INSURANCE
1850 K Street, N.W.
Washington, D.C. 20006

TEACHER'S KIT AND ASSORTED MATERIALS

An extensive teacher's guide provides outlines, learning activities and pre-post tests to teach about life insurance. Also included are sample policies, a reading workbook entitled Financial Planning, Employee Benefits, and You, as well as a catalog of additional educational materials available from this source.

CONCEPTS: Scarcity and Choices (3)

LEVEL: Secondary

AMERICAN INSTITUTE FOR ECONOMIC RESEARCH
Great Barrington, Massachusetts 01230

UNDERSTANDING THE MONEY MUDDLE

This booklet proposes solutions to the "money muddle" as it is termed. The proposed solution is a return to gold coinage. Interesting for its presentation of alternatives to today's practices.

CONCEPTS: Government Intervention and Regulation (11); Money and Monetary Policy (20); International Economics (24).

LEVEL: Secondary

AMERICAN IRON AND STEEL INSTITUTE
1000 Sixteenth Street, NW
Washington, D.C. 20036

This trade association will provide, upon request, three media kits (filmstrip, cassette and teacher's guide) dealing with the following: Economics of the Environment, Making Steel with Money, and The World of Work.

CONCEPTS: Productive Resources (2); Scarcity and Choice (3); and Opportunity Costs and Trade-Offs (4).

LEVEL: Secondary.

AMERICAN JEWISH COMMITTEE
165 East 65th Street
New York, New York 10022

Although the materials produced by this special interest group are predominantly related to the political perspectives of the State of Israel, still the pamphlets do have economic implications. Request titles: "The Energy Crisis: Questions and Answers," "New Questions and Answers on Middle East Problems," and "The Middle East Conflict in Perspective."

CONCEPTS: International Economics (24).

LEVEL: Secondary.

AMERICAN RENTAL ASSOCIATION
Attn: Educational Materials
1900 Nineteenth Street
Moline, Illinois 61265

INFORMATIONAL MATERIALS

This trade association provides a wide variety of materials which may have applicability to consumer economics classes. Specific publications describe advantages of renting equipment are available. Sample titles include: Equipment Rental and Need It? Rent It! (both general in nature). Need It? Rent It!: A Guide for Home Owners, Convalescent Aids and Your Party Rental Guide (Specific services offered by the industry).

CONCEPTS: Scarcity and Choices (3); Specialization...(8)

LEVEL: Secondary

AMERICAN STOCK EXCHANGE
Publications Department
86 Trinity Place
New York, New York 10006

JOURNEY THROUGH A STOCK EXCHANGE

This colorfully illustrated booklet explains the operation of the stock exchange. It has a glossary of terms as well as many good illustrations. Single copies free if requested on school letterhead. Charge for quantity orders.

CONCEPTS: Economic Incentives (7); Voluntary Exchange (9); Government Intervention and Regulation (11); others

LEVEL: Upper Elementary and Secondary

AMERICAN TEXTILE MANUFACTURERS INSTITUTE, INC.
1101 Connecticut Avenue, N.W.
Suite 300
Washington, D.C. 20036

CURRICULUM MATERIALS

This group provides materials about the textile industry. They have a catalog of curriculum materials entitled Curriculum-Related Educational Materials About Textiles 1983 which should be requested. Sample titles provided for inspection included Mankind's Magic Carpet, Textiles and Textiles: Our First Great Industry.

CONCEPTS: Vary with Materials.

LEVELS: Upper elementary (selected materials and posters) and Secondary.

AMERICAN TRUCKING ASSOCIATION, INC.
Public Relations Department
1616 P Street, N.W.
Washington, D.C. 20036

BRIEF FACTS ABOUT THE TRUCKING INDUSTRY

A compilation of specific information about the trucking industry. Organized under the following topics: Industry size; Finance and Operations; Highways and Taxes; Sizes and Weights; Safety; Fuel Efficiency; and Purchases.

HOW TRUCKS SERVE YOU

This pamphlet emphasizes how trucks serve as links in the production chain.

TRUCKS AND THE THINGS YOU WANT TO KNOW ABOUT THEM

This booklet reviews the history of the trucking industry and the breadth of the services rendered.

MILK, FROM THE COW, BY TRUCK, TO YOU

This illustrated double-fold describes the importance of trucks to the dairy industry.

ECONOMICS UNIT OUTLINE

Minimal outline suggesting how the trucking industry relates to our economic system. (Teacher background)

CONCEPT: Interdependence (10).

LEVEL: Elementary (reading level appears to be slightly higher).

AMOCO EDUCATIONAL SERVICES
Public Affairs - MC 3705
Box 5910-A
Chicago, Illinois 60680

This company offers many different forms of materials dealing with energy and related economic issues. A catalog of teaching aids includes the following pamphlets: "This Business of Energy," "Prices, Profits & Productivity," and "It's A Great System (Pass It On>" Also available are instructional packets, which may include spirit master stencils, titled "The Energy Crisis: What You Can Do About It," "Living With Energy," and "Energy Adventure."

CONCEPTS: Vary with materials.

LEVEL:Upper Elementary and Secondary.

BANKERS LIFE
Consumer Services
711 High Street
Des Moines, Iowa 50307

Several booklets regarding life insurance are available. Titles include: "How To Select the Right Life Insurance Company," "How Much Life Insurance Do I Need?" and "How To Choose a Life Insurance Plan...Best for You."

CONCEPTS: Scarcity and Choice (3).

LEVEL: Secondary

BETHLEHEM STEEL CORPORATION
Public Affairs Department, Room 476
Bethlehem, Pennsylvania 18016

ANNUAL REPORT(S)
Selected years available upon request. Ask for availability.
A QUICK LOOK AT BETHLEHEM
This brochure succinctly Bethlehem's manufacturing operations. Areas covered include steel, mining, shipbuilding and repair, research, and plastics. Attractively illustrated.
IN SEARCH OF SOLUTIONS
This booklet sets forth Bethlehem's perspectives regarding such major issues as energy policies, environmental goals, government regulation, fair trade laws, and tax reform.

CONCEPTS: Productive Resources (2); Opportunity Costs and Trade-Offs (4).

LEVEL: Secondary, although illustrations may be applicable for elementary pupils.

BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION
2012 Massachusetts Avenue, NW
Washington, D.C. 20036

This organization provides a wide range of materials regarding problems of sex equity in the marketplace. These include career booklets which highlight opportunities for women in non-traditional sex role occupations. There are also lists of information packets, bibliographies and research summaries available. Price lists, as well as additional information, are available upon request.

CONCEPTS: Vary with materials.

LEVEL: Secondary.

CANADIAN BANKERS ASSOCIATION
Box 282, Toronto Dominion Centre
Toronto, Ontario, Canada M5k 1K2

BOOKLETS AND PAMPHLETS

There are several booklets and pamphlets available which describe aspects of the Canadian Banking system. These would be useful in a detailed study of the American and Canadian systems.

CONCEPTS: Money and Monetary Policy (20)

LEVEL: Secondary

CENTER FOR INFORMATION ON AMERICA
Washington, Connecticut 06793

ASSORTED PAPERS AND BOOKLETS

This organization publishes a wide assortment of papers and booklets. Samples received included three different series: "Capital," "Grass Roots Guides," and "Vital Issues." Illustrative titles within these series include: Revitalizing the U. S. and World Economy, Profits and Capitalism, and Money in the United States.

CONCEPTS: Vary with individual titles.

LEVEL: Secondary

CHICAGO BOARD OF TRADE
Literature Services
LaSalle at Jackson
Chicago, Illinois 60604

ACTION IN THE MARKETPLACE

This booklet reviews the importance of the Chicago Board of Trade as an auction market for commodities.

A GUIDE TO FINANCIAL FUTURES

A detailed review of the importance of financial futures contracts as they relate to commodities.

FINANCIAL FUTURES: tHE DELIVERY PROCESS

Presents a detailed explanation of the delivery procedure and its ramifications in the financial futures markets.

CONCEPTS: Markets, Supply and Demand (12); The Price Mechanism (13); Competition and Market Structure (14).

LEVEL: Secondary (Limitation: Better Students/Upper Grades)

COFFEE, SUGAR AND COCOA EXCHANGE, INC.
4 World Trade Center
New York, New York 10048

BOOKLETS

This source provides information on the Coffee, Sugar and Cocoa with special emphasis on the futures markets of these commodities.

CONCEPTS: Markets, Supply and Demand (12); The Price Mechanism (13); Competition and Market Structure (14); International Economics (24)

LEVEL: Secondary

COMMITTEE FOR ECONOMIC DEVELOPMENT
477 Madison Avenue
New York, New York 10022

EDUCATIONAL MATERIALS

This organization publishes a variety of educational materials related to current economic issues. These materials range from audio-visual materials to pamphlets, booklets and paper back books. Illustrative titles include: Fighting Inflation and Rebuilding a Sound Economy, Jobs for the Hard to Employ, and Reforming Retirement Policies.

CONCEPTS: Vary with topic and materials.

LEVELS: Secondary

CONFERENCE ON ECONOMIC PROGRESS
2610 Upton Street, N.W.
Washington, D.C. 20008

GOALS FOR FULL EMPLOYMENT AND HOW TO ACHIEVE THEM...

This booklet, written by the authors of the Humphrey-Hawkins bill (1978), explains their goals.

HOW TO CUT UNEMPLOYMENT TO 4 PERCENT ...

This is a look (1983) at what Keyserling and his staff view as the problems and solutions to our economic problems.

MONEY, CREDIT, AND INTEREST RATES: . . .

This presentation looks at what Keyserling views as the "gross" mismanagement by the Federal Reserve System. A controversial and intriguing treatment.

CONCEPTS: Nature and Types of Economic Systems (6); Government Intervention and Regulation (11); Income Distribution and Government Redistribution (16); Money and Monetary Policy (20).

LEVEL: Secondary

CONSUMER ECONOMICS AND HOUSING
120h MVR Hall
Cornell University
Ithaca, New York 14853

This department of Cornell University offers many different kinds of materials to improve consumer choice making. Several instructional units are offered in a packet titled "Be a Better Shopper." Pamphlets are also available that discuss questions regarding life insurance.

CONCEPTS: Scarcity and Choices (3); Opportunity Costs and Trade-Offs (4).

LEVEL: Secondary.

CONSUMER INFORMATION CENTER
Department J
Attn: S. James
Pueblo, Colorado 81009

CONSUMERS RESOURCE HANDBOOK

This handbook can direct you to the correct source for making complaints. A comprehensive treatment. Single copies free (enclose $1.00 to cover handling). Also request a copy of the Consumer Information Catalog, published quarterly.

CONCEPTS: Economic Incentives (7); Government Intervention and Regulation (11).

LEVEL: Upper elementary and Secondary

DEAK-PERERA, INC.
Money Converter/R-1
677 South Figueroa Street
Los Angeles, California 90017

SELECTED PAMPHLETS

Several pamphlets are available dealing with international currencies and precious metals. Also available is the Vacation Guide to Getting Around Overseas which contains a guide to money conversion.

CONCEPTS: Money and Monetary Policy (20); International Economics (24)

LEVEL: Secondary with limited applications at Upper Elementary

DIRECT SELLING EDUCATION FOUNDATION
1730 M Street, NW
Washington, D.C. 20036

This trade association produces pamphlets designed to inform both consumers and potential sellers about both the risks and opportunities of direct sales.

CONCEPTS: Opportunity Costs and Trade-Offs (4).

LEVEL: Secondary.

DUN & BRADSTREET, INC.
Communications Department, 10th Floor
99 Church Street
New York, New York 10007

ASSORTED PAPERS AND BOOKLETS

Materials from this firm are specifically oriented toward business education classes. Sample titles received include: The Pitfalls in Managing a Small Business, The 1981 Dun & Bradstreet Business Failure Record, and Cost of Doing Business: Corporations, and Partnerships & Proprietorships.

CONCEPTS: Economic Incentives (7); "Market Failures":...(15)

LEVEL: Secondary

FARM FOUNDATION
1211 West 22nd Street
Oak Brook, Illinois 60521

INCREASING UNDERSTANDING OF PUBLIC POLICIES (Yearly)

This (annual) publication reports the major discussions of the (annual) National Public Policy Education Conference of this association. The participants represent most states, the U. S. Department of Agriculture, and other public agencies.

CONCEPTS: Varies with topics.

LEVEL: Secondary

FEDERAL DEPOSIT INSURANCE CORPORATION
550 Seventeenth Street, N.W.
Washington, D.C. 20429

FEDERAL DEPOSIT INSURANCE PAYMENT PROCEDURES
YOUR INSURED DEPOSIT

These two booklets explain, in a question and answer format, in a general way how the FDIC deals with depositors and other customers when an insured bank is declared insolvent, as well as examples of FDIC coverage. Highly informative and fairly easy to read for average and above students.

CONCEPTS: Government Intervention and Regulation (11).

LEVEL: Secondary

FEDERAL RESERVE BANK OF ATLANTA
Information Center, Research Department
104 Marietta Street, N.W.
Atlanta, Georgia 30303

INFORMATION BOOKLETS

This bank offers a series of highly informative booklets intended to assist students in the subject areas chosen: Counterfeit? is designed to help persons detect bogus bills; Federal Reserve Operations, Discusses the areas of services to depository institutions, supervision of banks, services to the U. S. Treasury and monetary policy; Fundamental Facts About United States Money is highly informative and comparatively easy to read and understand; Money: Master or Servant is well illustrated and explains the many functions of money.

CONCEPTS: Voluntary Exchange (9); Government Intervention and Regulation (11); Income Distribution and Government Redistribution (16); Money and Monetary Policy (20); Savings, Investment and Productivity (23).

LEVELS: Upper Elementary and Secondary

FEDERAL RESERVE BANK OF CHICAGO
Public Information Center, Box 834
Chicago, Illinois 60690

BOOKLETS

Three booklets available from this source deal with various aspects of money and monetary policy. Included are: Modern Money Mechanics, ABC's of Figuring Interest and Two Faces of Debt.

CONCEPTS: Money and Monetary Policy (20)

LEVEL: Secondary

FEDERAL RESERVE BANK OF KANSAS CITY
Research Department
925 Grand Avenue
Kansas City, Missouri 64198

PUBLICATIONS LIST

This Federal Reserve Bank has many publications available, primarily specializing in agricultural issues and monetary policy. Illustrative booklet titles include Farm Real Estate Values: What's Happening and Why; Issues in Monetary Policy:II, and Unemployment Insurance: Programs, Procedures and Problems.

CONCEPTS: Productive Resources (2); Money and Monetary Policy (20); Fiscal Policy: Taxes, Expenditures, and Transfers (21)

LEVEL: Secondary

FEDERAL RESERVE BANK OF MINNEAPOLIS
Office of Public Information
250 Marquette Avenue
Minneapolis, Minnesota 55480

This source offers several different kinds of materials, including annual reports and occasional papers on different economic issues. However, of most use to secondary level teachers are two detailed instructional units: "Your Credit Rights," a unit on consumer credit protection, and "Money, Banking and the Federal Reserve System." Both units offer a variety of materials which may be duplicated, pre/post tests, and instructional outlines.

CONCEPTS: Opportunity Costs and Trade-Offs (4); Government Intervention and Regulation (11); and Money and Monetary Policy (20)

LEVEL: Secondary

FEDERAL RESERVE BANK OF RICHMOND
Bank and Public Relations Department
Box 27622
Richmond, Virginia 23261

BOOKS AND PAMPHLETS

This Federal Reserve Bank provides an "Economic Profile of Virginia" as well as "Keys For Business Forecasting," both booklets being available upon request.

CONCEPTS: Specialization,...and Division of Labor (8); Aggregate Supply and Productive Capacity (17); Aggregate Demand:... (18); and Price Level Changes (19)

LEVELS: Secondary

FEDERAL RESERVE SYSTEM
Board of Governors
Publication Services, Room MP-510
Washington, D.C. 20551

PUBLICATIONS LIST

This comprehensive publications list contains a section specifically devoted to Consumer Education pamphlets. These are suitable for classroom use and are available in quantity without charge. Sample copies should be requested for review.

CONCEPTS: Government Intervention and Regulation (11) Money and Monetary Policy (20);

LEVEL: Secondary

THE FORD FOUNDATION
320 East 43rd Street
New York, New York 10017

THE NEAR SIDE OF FEDERALISM

This booklet, published in 1972, looks at the "New Federalism" as advocated by Richard Nixon. An interesting look at the plans. Good for comparison purposes.

THE PUBLIC INTEREST LAW FIRM

This booklet looks at the Public Interest Law Firm as envisioned, and supported, by the Ford Foundation. Published in 1973 it too affords a look at the past through plans for the future, as envisioned at that time.

CONCEPTS: Interdependence (10); Government Intervention and Regulation (11).

LEVEL: Secondary

FOUNDATION FOR ECONOMIC EDUCATION, INC.
30 South Broadway
Irvington-on-Hudson, New York 10533

BOOKLETS AND OCCASIONAL PAPERS

This group presents a wide range of papers and other materials dealing with economic issues, primarily reflecting a conservative perspective. Price list and sample publications available upon request.

CONCEPTS: Vary according to materials.

LEVEL: Secondary

I & M ELECTRIC COMPANY
Public Affairs Department
One Summit Square, Box 60
Fort Wayne, Indiana 46801

TEACHER KITS AND MATERIALS

Four teaching units provide an energy awareness series for use in elementary classrooms. Titles are: Unit 1: Energy is the Ability to Do Work (Grades 1 & 2); We Use Energy in Many Ways (Grades 2 & 3); Energy Comes From Fuel (Grades 3 & 4); and Developing Energy Awareness ((Grade 5). Also available are Safety and Conservation Coloring Book and Energy Conservation: Experiments You Can Do.

CONCEPTS:Scarcityand Choices (3); Opportunity Costs and Trade-Offs (4)

LEVEL: Elementary

NOTE: Available only within I & M Distribution Area. Others may contact their own local utility to determine availability of similar materials.

INDEPENDENT PETROLEUM ASSOCIATION
1101 Sixteenth Street, NW
Washington, D.C. 20036

This organization distributes several brochures, pamphlets, and books dealing with oil production. Of particular interest to teachers may be the "The Oil Producing Industry in Your State" which is updated annually.

CONCEPTS: Productive Resources (2); Scarcity and Choices (3); Markets, Supply and Demand (12); and The Price Mechanism (13).

LEVEL: Secondary.

INVESTMENT COMPANY INSTITUTE
1775 K Street, NW
Washington, D.C. 20006

BOOKLETS AND PAMPHLETS

This organization offers several booklets and pamphlets describing attributes of various forms of personal investment. For a complete description of these materials, including films, request a catalog.

CONCEPTS: Scarcity and Choice (3); Opportunity Costs and Trade-Offs (4); and Markets, Supply and Demand (12).

LEVEL: Secondary

KOSS CORPORATION
Marketing Services Department
4129 North Port Washington Avenue
Milwaukee, Wisconsin 53212

FREE ENTERPRISE: GETTING BACK TO BASICS
This paper advocates reduced Federal Government intervention into business operations.

CONCEPTS: Government Intervention and Regulation (11)

LEVEL: Secondary

LEAGUE OF WOMEN VOTERS OF THE UNITED STATES
1730 M Street, N.W.
Washington, D.C. 20036

CATALOG, 1983-84
Individuals should request this catalog. It contains many valuable and interesting entries at comparatively low cost. Examples of titles are: The citizen and the Budget Process:..., School Finance in the 1980s, and Math, Science & Technology: Adding It Up for Women.

CONCEPTS: Vary with the nature of the materials.

LEVELS: Most materials are suitable for Secondary level, although selected pieces may be applicable at the Elementary level.

MONEY MANAGEMENT INSTITUTE
Household - Department FI
2700 Sanders Road
Prospect Heights, Illinois 60070

MATERIALS CATALOG
This organization has many excellent booklets and filmstrips dealing with personal economic topics. These are available at a modest cost. Representative titles include: Credit: Handle With Care; and Winning the Money Game. Also available is an excellent teachers guide for money management.

CONCEPTS: Economic Wants (1); Scarcity and Choices (3); Opportunity Costs and Trade-Offs (4)

LEVEL: Secondary

NATIONAL COTTONSEED PRODUCTS ASSOCIATION, INC.
2400 Poplar Street, Box 12023
Memphis, Tennessee 38112

COTTONSEED AND ITS PRODUCTS

This booklet reviews the history of the cotton industry, including as one part the cottonseed. It also describes in detail the importance of cottonseed in many contemporary products.

CONCEPTS: Productive Resources (2); Specialization, ...(8).

LEVEL: Secondary

NATIONAL FEDERATION OF INDEPENDENT BUSINESS
Research and Education Foundation
150 West 20th Avenue
San Mateo, California 94403

ASSORTED MATERIALS

This special interest group publishes a wide variety of charts, newsletters, and occasional papers related to public policy issues which they believe are of particular interest to small business. Illustrative titles are: Small Business in America (chart); Entrepreneurship: Starting a New Business; and The Minimum Wage and Minority Employment Opportunities.

CONCEPTS: Vary according to materials.

LEVEL: Textual materials are at Secondary level, however charts may be applicable to Upper Elementary level.

NATIONAL RIGHT TO WORK COMMITTEE
Concerned Educators Against Forced Unionism
8001 Braddock Road
Springfield, Virginia 22160

PUBLICATIONS LIST

This special interest group provides a wide variety of materials dealing with the "right to work movement." A great deal of effort has been expended analyzing social studies textbooks from the Committee's viewpoint. Single copies of all publications available at no cost. Request publications list.

CONCEPTS: Government Intervention and Regulation (11); Others vary with specific materials.

LEVEL: Secondary

NATIONAL SCHOOLS COMMITTEE FOR ECONOMIC EDUCATION, INC.
143 Sound Beach Avenue
Old Greenwich, Connecticut 06870

MATERIALS AND CATALOG

This organization produces a variety of instructional materials for teaching economics at both elementary and secondary levels. A catalog of materials includes the following aids: "You Choose" a student workbook; "The World of Work," a Teacher's Manual for elementary grades, and "How We Live and Work," a manual for teachers in grades 7-12. Price list and complete descriptions available upon request.

CONCEPTS: Vary with materials.

LEVEL: Elementary and Secondary.

NEW YORK CLEARING HOUSE ASSOCIATION
100 Broad Street
New York, New York 10004

INFORMATION MATERIAL

Several pamphlets and booklets explain the role of the clearing house in both domestic and international monetary systems.

CONCEPTS: Interdependence (10); Money and Monetary Policy (20); International Economics (24)

LEVEL: Secondary

THE NEW YORK STOCK EXCHANGE
11 Wall Street
New York, New York 10005

YOU AND THE INVESTMENT WORLD

This 45 page booklet explained types of business organizations, stocks and bonds, the stock exchange, buying and selling stocks and bonds, sources of information on investments, as well as capital in our economy. Well illustrated with a number of student activities.

CONCEPTS: Vary with the sections of the booklet.

LEVEL: Secondary

ODIN PRESS
P. O. Box 536
New York, New York 10021

PAPERBACK BOOK

Calculate to Save is a paperback book which is designed to help students develop mathematics skills needed to become efficient consumers. Sample chapters include: "Insulate to Save," "Reducing Your Electric Bills," "Solar Energy," and "Saving Money at the Super Market." Priced at $2.95.

CONCEPTS: Vary with chapters.

LEVEL: Although some chapters are limited to Secondary instructional levels, others may be appropriate for Upper Elementary level students.

PACIFIC STUDIES CENTER
222B View Street
Mountain View, California 94041

PERIODICALS AND OCCASIONAL PAPERS

PSC has been publishing the monthly Global Electronics Information Newsletter since 1980. Focusing on the international division of labor in the design and production of high technology electronics. the Newsletter summarizes current events and information from trade, activist, and government sources. Sample copies available upon request, together with subscription data.

CONCEPTS: Varies with topics.

LEVEL: Secondary

J. C. PENNEY CONSUMER EDUCATION SERVICES
1301 Avenue of the Americas
New York, New York 10019

EDUCATIONAL MATERIALS CATALOG

A comprehensive source list of materials available through your local J. C. Penney store. Among the topics treated are: Career Education, Consumer Education, Economic Education and Money Management. Also available is information concerning Forum Magazine which is on a subscription basis.

CONCEPTS: Vary with materials

LEVELS: Predominantly Secondary

PROFIT SHARING RESEARCH FOUNDATION
1718 Sherman Avenue
Evanston, Illinois 60201

BOOKLETS, PAMPHLETS, AND OCCASIONAL PAPERS

This special interest group's wide variety of materials highlight the positive aspects of profit sharing by workers in business and industry. Requests should be made for sample copies.

CONCEPTS: Economic Incentives (7)

LEVEL: Secondary

STATE FARM INSURANCE COMPANIES
Public Relations Department
1 Farm Plaza
Bloomington, Illinois 61701

PAMPHLETS

Several pamphlets on various forms of insurance and related topics are available. Examples include: The Legend of Fire; What Is Auto Insurance? and Finding the Right Home for You.

CONCEPTS: Scarcity and Choices (3); Opportunity Costs and Trade-Offs (4).

LEVEL: Secondary

TAX FOUNDATION, INC.
Office of Public Information
1875 Connecticut Avenue, N.W.
Washington, D.C. 20009

SELECTED MATERIALS

This special interest group has a wide variety of materials available related to fiscal policies at local, state and federal levels. Sample titles include: Needed: More Fiscal Responsibility, Proposes Federal Budget for Fiscal Year 1981: I. Summary Analysis and An Alternative Concept, II; Payments to Individuals and State-Local Governments; and At Issue: The Balanced Budget Amendment.

CONCEPTS: Fiscal Policy:... (21)

LEVEL: Secondary

TEA COUNCIL OF THE U.S.A., INC.
Publicity Department
230 park Avenue
New York, New York 10169

THE STORY OF TEA
TWO LEAVES AND A BUD

The two booklets present the historical and geographic dimensions of the tea industry.

CONCEPTS: International Economics (24)

LEVEL: Upper Elementary

TOBACCO INSTITUTE
1875 I Street, N.W.
Washington, D.C. 20006

PAMPHLETS, BOOKLETS AND OCCASIONAL PAPERS

This special interest group has provided several different kinds of materials explaining its position with respect to government regulation and subsidies and describing tobacco's importance to the American economy.

CONCEPTS: Scarcity and Choices (3) Government Intervention and Regulation (11);

LEVEL: Secondary

UNITED NATIONS PUBLICATIONS
Room A-3315
New York, New York 10017

This group's "Introductory Catalog" offers a wide rage of books and other printed materials that deal with different aspects of international economics. The wide range available prohibits listing individual titles with prices.

CONCEPTS: International Economics (24)

LEVEL: Predominantly Secondary.

U. S. DEPARTMENT OF COMMERCE
Patent and Trademark Office
Office of Information Services
CP 3-1D01
Washington, D.C. 20231

Q & A ABOUT PATENTS
Q & A ABOUT TRADEMARKS

These two booklets explain about patents and trademarks and the difference between them. Both pieces are fully illustrated.

CONCEPTS: Government Intervention and Regulation (11)

LEVEL: Secondary

U.S. DEPARTMENT OF ENERGY
Box 62
Oak Ridge, Tennessee 37830

The Department of Energy offers pamphlets related to energy issues. Sample titles include: "New Start: The National Energy Act," and "Making Energy Regulations: How the Public Gets Involved.'

CONCEPTS: Productive Resources (2); Government Intervention and Regulation (11)

LEVEL:Secondary.

U.S. DEPARTMENT OF THE TREASURY
Bureau of Engraving and Printing
14th and C Streets, S.W.
Washington, D.C. 20228

PRODUCTION OF GOVERNMENT SECURITIES

This pamphlet explains the production of all government securities. It is well written and interesting. Good for supplementary use.

CONCEPTS: Government Intervention and Regulation (11)

LEVEL: Upper Elementary

U. S. DEPARTMENT OF THE TREASURY
United States Secret Service
Washington, D.C. 20223

COUNTERFEITING AND FORGERY

This brochure is well written and current. It covers all aspects of counterfeiting and forgery including what actions citizens can take to combat this crime.

CONCEPTS: Government Intervention and Regulation (11).

LEVEL: Upper Elementary

U. S. INTERNATIONAL TRADE COMMISSION
Public Information Office
701 E Street, N.W.
Washington, D.C. 20436

ANNUAL REPORT

Recent annual reports are available upon request. These reports contain a review of the Commission's activities for the previous year.

CONCEPTS: Government Intervention and Regulation (11); International Economics (24)

LEVEL: Secondary

U. S. SECURITIES AND EXCHANGE COMMISSION
Public Information Office
701 E Street, N.W.
Washington, D.C. 20436

WHAT EVERY INVESTOR SHOULD KNOW

Today, there are more types of investments available than ever before. Some are familiar to everyone, such as U.S. Savings Bonds and bank savings accounts. Others are more exotic, like commodity futures and foreign currencies. This booklet will give you information about the category of investments known as securities. It will tell you about investing in securities. about the protection provided to securities investors by Federal Law.

CONCEPTS: Interdependence (10); Scarcity and Choices (3); Economic Incentives (7); Government Intervention and Regulation (11).

LEVEL: Secondary

WORLD BANK
1818 H Street, N.W.
Washington, D.C. 20433

EDUCATION PUBLICATIONS OF THE WORLD BANK

This catalog provides information concerning books, articles and staff working papers related primarily to economic activities in the "third world." Most materials are technical in nature and should be considered primarily for teacher background.

CONCEPTS: International Economics (24)

LEVEL: Secondary

WORLDWATCH INSTITUTE
1776 Massachusetts Avenue
Washington, D.C. 20036

PAPER SERIES

This institute publishes numbered papers dealing with topics of international concern. Sample titles include: Microelectronics at Work: Productivity and Jobs in the World Economy; Six Steps to a Sustainable Society; and Productivity: The New Economic Context.

CONCEPTS: International Economics (24).

LEVEL: Secondary.

APPENDIX A

List of Firms


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APPENDIX B

Classification by Concept


CONCEPT: Economic Wants (1) Page

American Bar Association . . . . . 10
Money Management Institute . . . . . 23

CONCEPT: Productive Resources (2)

American Iron and Steel Institute . . . . . 11
Bethlehem Steel Corporation . . . . . 14
Federal Reserve Bank of Kansas City . . . . . 20

Independent Petroleum Association . . . . . 22
National Cottonseed Products Association, Inc. . . . . 24
U.S. Department of Energy . . . . . 29

CONCEPT: Scarcity and Choices (3)

American Council of Life Insurance . . . . . 10
American Iron and Steel Institute . . . . . 11
American Rental Association . . . . . 12

Bankers Life . . . . . 14
Consumer Economics and Housing . . . . . 17
I & M Electric Company . . . . . 22

Independent Petroleum Association . . . . . 22
Investment Company Institute . . . . . 22
Money Management Institute . . . . . 22

State Farm Insurance Companies . . . . . 27
Tobacco Institute . . . . . 28
U.S. Securities and Exchange Commission . . . . . 30

CONCEPT: Opportunity Costs and Trade-Offs (4)

American Iron and Steel Institute . . . . . 11
Bethlehem Steel Corporation . . . . . 14
Consumer Economics and Housing . . . . . 17

Direct Selling Education Foundation . . . . . 18
Federal Reserve Bank of Minneapolis . . . . . 20
I & M Electric Company . . . . . 22

Investment Company Institute . . . . . 22
Money Management Institute . . . . . 23
State Farm Insurance Companies . . . . . 27

CONCEPT: Marginalism and Equilibrium (5)

No materials identified

Classification by Concept (continued)


CONCEPT: Nature and Types of Economic Systems (6) Page

Advertising Council . . . . . 9
Conference on Economic Progress . . . . . 16

CONCEPT: Economic Incentives (7)

American Stock Exchange . . . . . 12
Consumers Information Center . . . . . 17
Dun & Bradstreet, Inc. . . . . 18
Profit Sharing Research Foundation . . . . . 27
U.S. Securities and Exchange Commission . . . . . 30

CONCEPT: Specialization, Comparative Advantage, and the Division of Labor (8)

American Rental Association . . . . . 12
Federal Reserve Bank of Richmond . . . . . 20
National Cottonseed Products Association, Inc. . . . . 24

CONCEPT: Voluntary Exchange (9)

American Stock Exchange . . . . . 12
Federal Reserve Bank of Atlanta . . . . . 19

CONCEPT: Interdependence (10)

American Trucking Association, Inc. . . . . 13
Ford Foundation . . . . . 21
New York Clearing House Association . . . . . 25
U.S. Securities and Exchange Commission . . . . . 30

CONCEPT: Government Intervention and Regulation (11)

American Bar Association . . . . . 10
American Institute for Economic Research . . . . . 11
American Stock Exchange . . . . . 12

Conference on Economic Progress . . . . . 16
Consumer Information Center . . . . . 17
Federal Deposit Insurance Corporation . . . . . 19

Federal Reserve Bank of Atlanta . . . . . 19
Federal Reserve Bank of Minneapolis . . . . . 20
Federal Reserve System . . . . . 21

Ford Foundation . . . . . 21
Koss Corporation . . . . . 23
National Right to Work Committee . . . . . 24

Tobacco Institute . . . . . 28
U.S. Department of Commerce . . . . . 29
U.S. Department of Energy . . . . . 29

Classification by Concept (continued)


CONCEPT: Government Intervention and Regulation (11) Page

U.S. Department of the Treasury/Engraving . . . . . 29
U.S. Department of the Treasury/Secret Service . . . . . 30
U.S. International Trade Commission . . . . . 30

U.S. Securities and Exchange Commission . . . . . 30

CONCEPT: Markets, Supply and Demand (12)

Chicago Board of Trade . . . . . 15
Coffee, Sugar and Cocoa Exchange, Inc. . . . . 16
Independent Petroleum Association . . . . . 22
Investment Company Institute . . . . . 22

CONCEPT: The Price Mechanism (13)

Chicago Board of Trade . . . . . 15
Coffee, Sugar and Cocoa Exchange, Inc. . . . . 16
Independent Petroleum Association . . . . . 22

CONCEPT: Competition and Market Structure (14)

Chicago Board of Trade . . . . . 15
Coffee, Sugar and Cocoa Exchange, Inc. . . . . 16

CONCEPT: "Market Failures": Information Costs, Resource Immobility, Externalities, etc. (15)

Dun & Bradstreet, Inc. . . . . 18

CONCEPT: Income Distribution and Government Redistribution (16)

Conference on Economic Progress . . . . . 16
Federal Reserve Bank of Atlanta . . . . . 19

CONCEPT: Aggregate Supply and Productive Capacity (17)

Federal Reserve Bank of Richmond . . . . . 20

CONCEPT: Aggregate Demand: Unemployment and Inflation (18)

Federal Reserve Bank of Richmond . . . . . 20

CONCEPT: Price Level Changes (19)

Advertising Council . . . . . 9
Federal Reserve Bank of Richmond . . . . . 20

CONCEPT: Money and Monetary Policy (20)

American Institute for Economic Research . . . . . 11
Canadian Bankers Association . . . . . 15
Conference on Economic Progress . . . . . 16
Deak-Perera, Inc. . . . . 17
Federal Reserve Bank of Atlanta . . . . . 19

Federal Reserve Bank of Chicago . . . . . 19
Federal Reserve Bank of Kansas City . . . . . 20
Federal Reserve Bank of Minneapolis . . . . . 20
Federal Reserve System . . . . . 21
New York Clearing House Association . . . . . 25

CONCEPT: Fiscal Policy: Taxes, Expenditures, and Transfers (21)

Federal Reserve Bank of Kansas City . . . . . 20
Tax Foundation, Inc. . . . . 27

CONCEPT: Economic Growth (22)

Advertising Council . . . . . 9

CONCEPT: Savings, Investment, and Productivity (23)

Federal Reserve Bank of Atlanta

CONCEPT: International Economics [uses Concepts 1-23] (24)

American Institute for Economic Research . . . . . 11
American Jewish Committee . . . . . 11
Coffee, Sugar and Cocoa Exchange, Inc. . . . . 16
Deak-Perera, Inc. . . . . 17
New York Clearing House Association . . . . . 24

Tea Council of the U.S.A., Inc. . . . . 28
United Nations Publications . . . . . 28
U.S. International Trade Commission . . . . . 30
World Bank . . . . . 31
World Watch Institute . . . . . 31

CONCEPT: These firms produce materials containing a wide variety of concepts - too many to classify.

AFL/CIO . . . . . 9
American Assembly . . . . . 9
American Bankers Association . . . . . 10

American Textile Manufacturers Institute, Inc. . . . . 12
Amoco Educational Services . . . . . 13
Business and Professional Women's Foundation . . . . . 14

Classification by Concept (continued)

CONCEPT: These firms produce materials containing a wide variety of concepts - too many to classify.


Center for Information on America . . . . . 15
Committee for Economic Development . . . . . 16
Farm Foundation . . . . . 18

Foundation for Economic Education, Inc. . . . . 21
League of Women Voters of the United States . . . . . 23
National Federation of Independent Business . . . . . 24

National Right to Work Committee . . . . . 24
National Schools Committee for Economic Education, Inc. . . 25
New York Stock Exchange . . . . . 25

Odin Press . . . . . 26
Pacific Studies Center . . . . . 26
J. C. Penney Consumer Education Services . . . . . 26

## APPENDIX C

### Materials Suitable for Use with Elementary Students


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| American Textile Manufacturers Institute, Inc. | 12 |
| American Trucking Association, Inc. | 12 |
| Amoco Educational Services | 13 |
| Consumer Information Center | 17 |
| Deak-Perera, Inc. | 17 |
| Federal Reserve Bank of Atlanta | 19 |
| League of Women Voters of the United States | 23 |
| National Federation of Independent Business | 24 |
| National Schools Committee for Economic Education, Inc. | 25 |
| Odin Press | 26 |
| Tea Council of the U.S.A., Inc. | 28 |
| U.S. Department of the Treasury/Engraving & Printing | 30 |
| U.S. Department of the Treasury/Secret Service | 30 |